

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ENVIRONMENTAL HEALTH SPECIALIST I

POSITION CODE: 13768
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs elementary professional environmental health duties that are designed to provide orientation and on-the-job training in the enforcement of state and federal laws relating to: a) the preservation of public health and safety against potential or actual threats resulting from exposure to hazardous substances, conditions, or other environmental hazards, b) the maintenance of sanitary conditions in specified public use areas, and c) the prevention and control of communicable diseases that are caused or spread by environmental factors; observes and participates in inspections, surveys and investigations to develop professional competency and familiarity with the activities of a major division within the department; receives training in the interpretation and application of relevant laws, codes, policies, and enforcement procedures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Observes and participates in, under close supervision, the conduct of public health surveys, inspections, and reinspections and assesses potential danger concerning exposure to hazardous substances or conditions. Inspections span single or multiple program areas within a single functional division of the Department and include such inspections as those of: dairy farms and dairy processing or manufacturing facilities; retail and wholesale food establishments; food processing plants; milk transporting equipment; mobile home parks, migrant labor camps, youth camps, and recreational areas; private and non-community water supply and private sewage disposal systems, public swimming pools, and bathing beaches; vector control, commercial and noncommercial structural pest control businesses and technicians, environmental toxicology and lead investigations and asbestos in schools and other commercial buildings.
2. Observes and assists in investigations of complaints, potential violations of applicable laws and regulations, suspected environmental hazards, public health emergencies, and possible cases of environmentally carried illness or disease; receives training and participates in the interviewing of principals, examination of sites, evaluation of damage, collection of samples and data, and documentation of evidence.

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3. Collects samples of various substances and submits for testing; receives training in the evaluation of resulting laboratory reports; assists in performing field tests of equipment to verify proper functioning.
4. Receives training and orientation in the proper application and interpretation of relevant laws, regulations, policies, and procedures as they relate to the various technical public health programs administered by the department.
5. Assists in monitoring the classroom training and examination of candidates for certification in food service sanitation or structural pest control certification, asbestos and lead licensing; maintains security of completed test booklets prior to transmittal for grading.
6. Prepares routine inspection reports, forms, and correspondence for review and possible revision; maintains an activity log.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree from an accredited university or college with a minimum of 30 semester hours in the physical and/or biological sciences.

Knowledges, Skills and Abilities

Requires elementary knowledge of biology, chemistry, microbiology, and toxicology as they relate to environmental health and safety.

Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease.

Requires elementary knowledge of general environmental health sanitation principles and practices.

Requires elementary knowledge of field sampling and equipment testing techniques.

Requires ability to learn to conduct field inspections, surveys, and investigations to determine eligibility for licensure or certification and/or assess compliance with applicable state and federal laws, rules, and regulations.

Requires ability to learn related field investigative techniques.

Requires ability to collect field samples and operate field testing equipment.

Requires ability to prepare routine reports, correspondence, and activity logs.

Requires ability to communicate effectively both verbally and in writing.

Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public.

Some positions in this class may require an appropriate valid driver's license and/or an ability to travel.